

From: [Lee James C](#)
To: *CI-HQ-SENIOR STAFF
Cc: Bertrand Michael; [REDACTED]
Subject: HQ Student Volunteer Program Interest Request
Date: Tuesday, February 28, 2017 9:01:18 AM
Attachments: [SVP Announcement Flyer- 02142017.docx](#)
[Summer 2017 SVP USA Jobs Announcement.pdf](#)

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All

Good afternoon

The 2017 Summer Student Volunteer Programs (SVP) have opened on USA Jobs. The announcements close on 3/3/2017, and interviews will be conducted the week of April 10th.

The SVP is a twelve (12) week program beginning on May 28th and ending on August 16th with the possibility to extend for up to six (6) months. Note, these dates can be adjusted slightly to accommodate your office's specific needs.

The HQ SVP Program is seeking up to 5 candidates in the DC Metro Area.

If your section is interested in having a student volunteer(s), specifically for Investigative Analyst (IA) type duties, please let Senior Analyst Amy Jackson know by **COB, 3/8/2017.**

See attached documents for additional information.

Thank you and please let me know if you have any questions.

James C. Lee
Director of Strategy
202.317.3979 - Desk

[REDACTED]

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**INTERNAL REVENUE SERVICE
CRIMINAL INVESTIGATION
NATIONWIDE
STUDENT VOLUNTEER SERVICE PROGRAM**



Positions and Location Multiple Vacancies Nationwide

Vacancy Announcement Number: 17CE3-CIX0056-0000-00-VP

Opens: 2/27/2017, Closes: 3/3/2017

Your application may be referred to a selecting official for consideration in time/date order received until all student volunteer openings are filled

THIS ANNOUNCEMENT WILL BE POSTED TO THE USAJOBS WEBSITE AT: <http://www.usajobs.gov>
DON'T WAIT! CREATE YOUR RESUME NOW and UPLOAD YOUR TRANSCRIPTS! @ <http://www.usajobs.gov>

Student Volunteer Program Summary

- This is a federal government volunteer service program
- IRS will provide an opportunity for students to enrich their formal education
- This program gives students early career experiences to guide them in making future vocational choices
- Students are not entitled to any benefits such as sick or annual leave, health/life insurance, transportation subsidies, or payment of any kind from the IRS

Duration of Program

12 weeks during summer 2017 (May 28th through August 16th) with possibility to extend for up to six months

Duties

As a Student Volunteer, you will: Assist Special Agents and other personnel, plan and complete work assignments on time, collect and analyze relevant information, prepare quality draft documents, communicate relevant and accurate information clearly and concisely during formal or informal meetings, collaborate with others to accomplish goals, contribute to team efforts, use various enterprise tools and technology to prepare and share documents and other duties as assigned.

Eligibility

- Must be a U.S. citizen
- Must be enrolled at least part-time in an accredited college/university
- Must maintain student eligibility and enrollment throughout the duration of the program
- Must have completed at least 60 undergraduate semester (90 quarter) hours from an accredited college/university
- Must be majoring in Criminal Justice or business related fields (Accounting, Taxation, Finance, Banking, Economics, Business Law, Law)
- Must pass an interview
- This position requires students to complete a pre-employment background check that will include fingerprinting, drug testing and a tax check to ensure they are fully tax compliant.

Written Agreement (MOU)

- Required between the IRS, the school and the student volunteer
- Will include description of the program
- Defines the responsibility of the IRS, the school and the student volunteer
- Will include description of duties
- Will include tour of duty (i.e., number of hours and days to be worked per week)

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Criminal Investigation STUDENT VOLUNTEER (INVESTIGATIVE ANALYST)

INTERNAL REVENUE SERVICE

Agency Contact Information

78 vacancies in the following location:

IRS Nationwide Locations, United States

Work Schedule is 12 Week Student Volunteer Program - May 28, 2017 through August 16, 2017

Opened Monday 2/27/2017

(1 day(s) ago)

⌌ Closes Friday 3/3/2017

(3 day(s) away)

Salary Range

\$0.00 to \$0.00 / Without Compensation

Series & Grade

GS-9999-00/00

Promotion Potential

00

Supervisory Status

No

Who May Apply

- U. S. CITIZEN STUDENTS ENROLLED AND/OR ACCEPTED FOR ENROLLMENT AS A DEGREE SEEKING STUDENT IN CRIMINAL JUSTICE OR BUSINESS RELATED (I.E. ACCOUNTING, FINANCE, ECONOMICS, BUSINESS LAW, LAW, TAX OR TAXATION, BANKING) AT AN ACCREDITED UNIVERSITY/COLLEGE WITH 60 SEMESTER HOURS (90 QUARTER HOURS) OF UNDERGRADUATE COURSE WORK BY THE END OF THE CURRENT SEMESTER.
- NO PRIOR FEDERAL EXPERIENCE IS REQUIRED.

Vacancy announcement may close prior to closing date or may be extended based on applicant pool.

Control Number

464751000

Job Announcement Number

17CE3-CIX0056-0000-00-VP

[Apply](#)

 Print Share Save[Job Overview](#)[Job Requirements](#)[Additional Information](#)

What To Expect Next

You may check the status of your application for this position at any time by logging onto the USAJOBS My Account tab and clicking on Application Status. For a more detailed update of your application status, you may click on more information.

Please notify us if your contact information changes after the closing date of the announcement . Also, note that if you provide an email address that is inaccurate or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communication that could affect your consideration for this position.

BENEFITS

[Review our benefits](#)

Other Information

CONDITIONS OF EMPLOYMENT:

If applicable, you will be required to:

- Selectees must submit official transcripts and proof of enrollment in a degree seeking program at an accredited university.
- Student volunteers do not receive payment of any kind from the IRS.
- Relocation expenses will not be paid.
 - Student must sign and adhere to the Internal Revenue Service Student Volunteer Program Agreement.
- Students must be willing and able to travel at their own expense to carry out the Internship.
- A representative from selectees' school must sign the Internal Revenue Service Student Volunteer Program Agreement form.
- Must be a student in good academic standing as defined by institution.
- Student is responsible for working with school academic advisor/counselor to request course credits for the IRS Student Volunteer program.
- Student must maintain student eligibility and enrollment throughout the duration of the program. Must be actively enrolled at an accredited institution. Graduated students may not volunteer beyond his/her graduation date without proof of future enrollment in an accredited university.
- The employment of any candidate, including a current employee or a new hire, selected for this position may be conditional upon classification and/or audit of federal tax returns. This audit may include up to 2 years of returns.
- If you are a male applicant born after December 31, 1959, certify that you have registered with the Selective Service System or are exempt from having to do so.
-

Complete a Declaration for Federal Employment to determine your suitability for Federal volunteer service.

- Provide information to successfully complete a background investigation. Applicants must have a successfully adjudicated FBI criminal history record check (fingerprint check) and a NACI or equivalent.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the Form I-9 (<http://www.uscis.gov/files/form/i-9.pdf>); one must be a valid state or federal government-issued picture identification. Federal law requires verification of the identity and eligibility of all new hires in the U.S., Student volunteer must maintain PIV credential eligibility during their service with the Department of the Treasury.
- Undergo a federal income tax verification . Federal law requires all employers to verify the identity and eligibility of all persons selected to volunteer in the United States. The Internal Revenue Service (IRS) participates in e-Verify (Employment Verification). IRS will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from your Form I-9 to confirm work authorization. If it cannot be confirmed that you are authorized to work, we will provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your volunteer service.
- Drug Test with a Negative result is required.

This job originated on www.usajobs.gov . For the full announcement and to apply, visit www.usajobs.gov/GetJob/ViewDetails/464751000 . Only resumes submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.

How to Apply

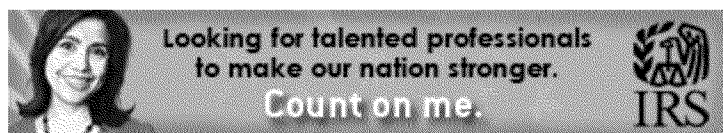
Required Documents

Apply

• Print

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Department Of The Treasury

Internal Revenue Service

Contact

Vicki Paner

Phone: 513-263-4476

TDD: 513-263-4100

Email : Cincinnati@irs.gov

Address

INTERNAL REVENUE SERVICE
550 Main Street, Room 5015
Cincinnati
OH
US
Fax: 000-000-0000

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